PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Distribution **Date:** December 11, 1997

From: D. Trainer

Subject: **LIMS Team Meeting Minutes for 12/11/97**

Attendees: E. Carmines, R. Lipps, P.Karo, S. Laffoon, F. Logan, J. Sampson, J. Wickham, D. Trainer, C Aments

Business Conducted:

- Martin Goffman will be arriving at Philip Morris on Wednesday December 17, 1997.

- Jeff put two working variants of Marty's original RFP in a folder called *Rfp* in the *LIMSTeam* network folder. Marty also has copies. Marty suggested we may combine the two. The team decided that Robin's version (*PMRFP_NEW.doc*) will be the "base" version into which we will add Marty's suggestions. The team discussed the need for adding more information to the *NEW* version about the labs. Also, Marty will work with the team on reconfiguring the work flows.
  * Comments to the *NEW* document need to be forwarded to Jeff so that he can have a final working copy for Marty's meeting with the Team on Wednesday. Jon Tabb needs to be informed of this deadline.

- Felecia requested that the microbiology lab instrumentation be added to the RFP instrument list. Marty is making modifications to this list.

- Jeff spoke to the Legal Department, they are aware that the Team needs to send out confidentiality agreements to each of the select Vendors prior to the Vendors receiving the RFP.

- Jeff emphasized the Goal of the Team is to have an RFP document that satisfies the Team.

- Ed questioned whether Eduquest needs to be apprised of our work. Jeff has made contact and will find out if Eduquest will be validating the software.

Action Items:

- Jeff will furnish a purchase order for consulting expenses for 1998.

- Robin will notify Jon Tabb of the comments deadline.

Agenda for Next Week Meeting with Marty - Wednesday and Thursday Dec 17 & 18, 8:30 in B1.

⇒ Jeff requested that the Team meet at 8:30 on Wednesday then be available through the next 2 days as needed.

1. Finalize the RFP as much as possible.
2. Establish which of the figures need to be included in the RFP.
3. Establish what are the evaluation criteria for the Vendor demos.
4. Present the Team with information about the Beckman LIMS system.

Distribution:

Bennie Good
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John Wickham
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